

OFFICE OF TRAINING

SUPPORT SERVICES COURSE NO. 3

25 April - 17 June 1966

Eight weeks full-time

First Week - 1000 Glebe, Room 401
Second Week - Magazine Building, Room 612



25X1A9A

S E C R E T

SUPPORT SERVICES COURSE NO. 3

FIRST WEEK (1000 Glebe - Room 401)

Monday, 25 April 1966

	0830-0930	Description of the Course, Administration and Security Briefing, Pre-test.	[REDACTED] Office of Training Chief Instructor and [REDACTED] Office of Training Instructor	25X1A9A 25X1A9A
25X1	0930-1030	Reading - [REDACTED] "Functions of a Chief of Support in the Field"		
	1030-1130	Introductory Presentation. The Role of Support in an Intelligence Agency. The ADDS describes what he expects of the Career Trainees as future support officers.	Alan M. Warfield Assistant Deputy Director for Support	
	1140-1230	The SA Career Development Program.	[REDACTED] Secretary, S Career Board	25X1A9A
	1330-1700	Management Instruction and Pre-work on the Managerial Grid.	Management Training Faculty	

Tuesday, 26 April 1966

	0830-0930	Legal Aspects of CIA Administration. Brief Summation of legislation affecting CIA support. Cite cases to illustrate OGC's involvement in operational support matters.	[REDACTED] Office of the General Counsel	25X1A9A
	0940-1010	Inspection Activities of the Inspector General's Office. Role of the Inspection Staff in assessing the support elements of the Agency with particular emphasis on field support activities.	[REDACTED] Office of the Inspector General	25X1A9A

S E C R E T

Tuesday, 26 April (Cont'd)

1010-1050	The Audit Function. Areas of responsibility of the Audit Staff. How the auditor can aid the support officer.	[Redacted] Deputy Chief, Audit Staff	25X1A9A
1100-1200	CIA Personnel System in the Framework of the Federal Personnel System. Evolution of the Federal Personnel System. Concepts of personnel management as applied to CIA.	[Redacted] Deputy Director of Personnel	25X1A9A
1300-1700	Management Instruction and Pre-work on the Managerial Grid.	Management Training Faculty	

Wednesday, 27 April 1966

0830-0930	Introduction to the Office of Personnel. Brief description of the organization of OP, personnel policies, capabilities of OP. Personnel statistics, characteristics, qualifications.	[Redacted]	25X1
0940-1040	CIA Career Service System, Concepts, Policies and Structure.	[Redacted] Chief, Personnel Operations Division, OP	25X1
1100-1200	Introduction to the Office of Security. Brief description of the organization of OS. Description of CIA security policies and capabilities, particularly those which relate to the CIA support officer.	Howard J. Osborn Director of Security	
1300-1700	Visit to Support Offices.		

Thursday, 28 April 1966

0830-0930	Introduction to the Office of Finance. Brief description of the Organization of OF. Discussion of major programs, policies and capabilities of OF.	Robert H. Fuchs Director of Finance
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S E C R E T

Thursday, 28 April (Cont'd)

0940-1040	Introduction to the Office of Logistics. Brief description of the organization of OL. Discussion on major logistical programs and capabilities.	[REDACTED] Deputy Director of Logistics	25X1A9A
1050-1150	Introduction to the Office of Medical Services. Brief description of organization and functions. Description of programs, capabilities and activities of the OMS.	[REDACTED] Office of Medical Services	25X1A9A
1300-1700	Management Instruction and Pre-work on the Managerial Grid.	Management Training Faculty	

Friday, 29 April 1966

0830-0930	CIA Records Management Policies.	[REDACTED] Chief, Records Administration Staff	25X1A9A
0940-1040	Office of Planning, Programming and Budgeting. A description of how the top level of the Agency uses fiscal and manpower controls in the exercise of management.	[REDACTED] OPPB	25X1A9A
1050-1200	Quiz and critique	[REDACTED]	25X1A9A
1300-1700	Management Instruction and Pre-work on the Managerial Grid.	Management Training Faculty	

SECOND WEEK (Magazine Building, Room 612)

Monday, 2 May 1966

0830-1700 Managerial Grid Seminar
& Evening

Management Training
Faculty

Tuesday, 3 May 1966

0830-1700 Managerial Grid Seminar
& Evening

Management Training
Faculty

Wednesday, 4 May 1966

0830-1700 Managerial Grid Seminar
& Evening

Management Training
Faculty

Thursday, 5 May 1966

0830-1700 Managerial Grid Seminar
& Evening

Management Training
Faculty

Friday, 6 May 1966

0830-1700 Managerial Grid Seminar

Management Training
Faculty